



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20350-1000

SECNAVINST 12534.1A
ASN(M&RA)/OCPM 32

11 MAY 1988

SECNAV INSTRUCTION 12534.1A

From: Secretary of the Navy

Subj: CIVILIAN FACULTY PAY SCHEDULE AND CASH AWARD PROGRAM FOR
THE U.S. NAVAL ACADEMY, THE NAVAL WAR COLLEGE, AND THE
NAVAL POSTGRADUATE SCHOOL

Ref: (a) Equal Pay Act of 1963
(b) Title 10 U.S.C. 6952, 7043, 7044, and 7478
(c) Title 5 U.S.C. 5102(c)(10)

1. Purpose. To revise Department of the Navy (DON) policy and assign responsibility for fixing compensation for civilian faculty members at the U.S. Naval Academy, the Naval War College, and the Naval Postgraduate School. This instruction is considered a complete revision and should be reviewed in its entirety.

2. Cancellation. SECNAVINST 12534.1

3. Policy. DON civilian faculty salaries shall be established following applicable provisions of reference (a) and set at sufficient levels to ensure that the Superintendents, U.S. Naval Academy and the Naval Postgraduate School, and the President, Naval War College, have flexibility to recruit and retain qualified faculty members in highly competitive academic disciplines and to address pay compression and pay inversion problems.

4. Background

a. Reference (b) authorizes the Secretary of the Navy to fix the compensation of civilian faculty members at Navy colleges. Although these faculty members are excluded from coverage under the General Schedule by reference (c), their pay has been adjusted on a comparative basis with changes authorized for federal employees paid under the General Schedule.

b. The Naval Faculty Schedule, which applies to all three schools, is adjusted each time a comparability increase is authorized for General Schedule employees. The schedule was revised in 1962 to a 10 month schedule with 59 steps for Instructor, Assistant Professor, Associate Professor, Professor and Administrative faculty and nine steps for Supervisory Professor (Dean), Academic Dean, and Distinguished Visiting Professors. In 1981, the schedule was converted to an annual schedule to unify the pay systems used by the three schools.

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c. The Naval Faculty Schedule pay ranges were extended to 69 steps for Instructor, Assistant Professor, Associate Professor, Professor and Administrative faculty and 19 steps for Supervisory Professor (Dean), Academic Dean and Distinguished Visiting Professors in 1988.

d. The Performance Appraisal Review System recognizes and rewards exemplary performance of civilian faculty members who are paid under this instruction. Annually, each Navy college will establish a performance award fund not to exceed 2.0 percent of aggregate basic salaries of these faculty members. Civilian faculty members may receive performance awards of up to 20 percent of their basic pay; however awards above 10 percent, and up to 20 percent, should only be granted for unusually outstanding performance.

e. Civilian faculty members are entitled to leave, retirement, health insurance, and life insurance benefits on the same basis as other federal employees.

5. Responsibilities

a. The Office of Civilian Personnel Management (OCPM) shall periodically conduct reviews of the adequacy of the Naval Faculty Schedule and shall issue revised salary schedules to reflect pay increases to the General Schedule and other changes needed to achieve DON policy.

b. The Superintendents, U.S. Naval Academy and the Naval Postgraduate School, and the President, Naval War College, shall establish policies for setting the salaries of individual faculty members and, with OCPM approval, establish plans for administering the performance award program.

6. Action. Addressees implement policy in this directive.



R. S. ELSTER
Assistant Secretary of the Navy
(Manpower and Reserve Affairs)
(Acting)

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